



Community Planning and Sponsor Group Chair Meeting

October 25, 2014



Agenda

- Welcome and Introductions
- Update on the Board Direction on the Land Development Performance Review Committee
- Local Park Master
- Chair Resources and Business
- Overview of Election/appointment process

Break

- Update on Training Requirements/ Compliance
- Code Compliance Overview
- Online Map and BCMS Tool Overview by GIS
- Topics for Spring Chair meeting

Land Development Performance Review Committee Update



- Established by the Board of Supervisors on August 8, 2012
- The Board of Supervisors appointed the 7 members on April 24, 2013
- First meeting June 20, 2013

Board Directed Mission



“The mission of the Land Development Performance Review Committee is to work with County staff to develop meaningful performance measures that capture project timelines and costs to demonstrate efficiencies gained over time through process improvements.”

Summary of Work



- 8 meetings
- Introduction to the Brown Act
- Orientation to processes and workflows
- Establishment of Performance Goals
- Committee request for clarification of mission and role
- PDS Annual Progress Report
- Board found that the work of establishing performance metrics was on track
- Last meeting of Committee was July 17, 2014

PDS Performance Management



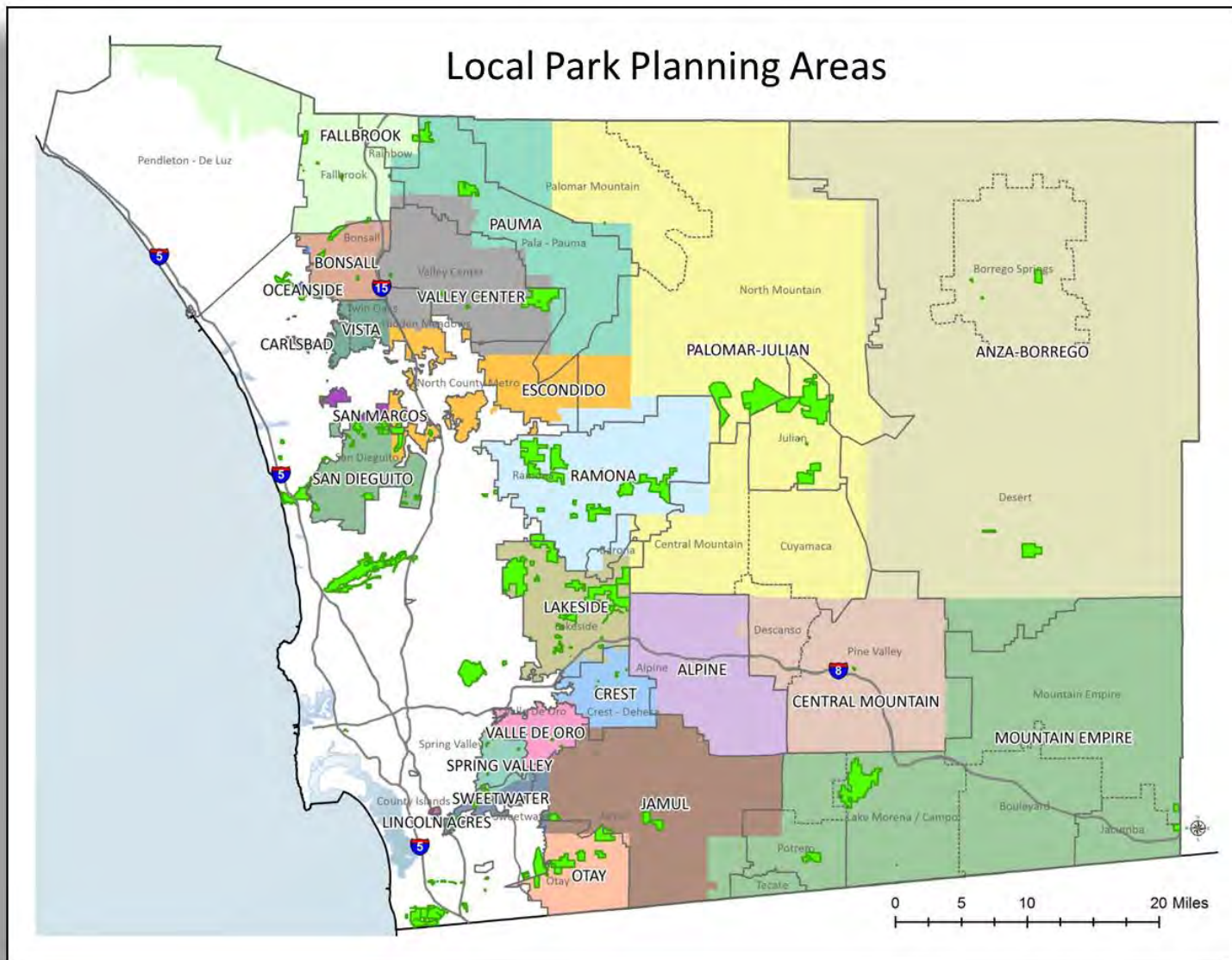
- Establishment of Performance Goals
- Ensures PDS goals are consistently being met
- Accountability for Performance
- Completed Performance Measures:
 - Permit Center Time Standards
 - Project Specific Goals
 - Project Planning Time Standards
 - Land Development Time Standards
- Published Results

Local Parks Master Plans





Local Park Planning Areas



—— Community Planning Area Boundaries

----- Community Sponsor Group or Sub-Regional Areas



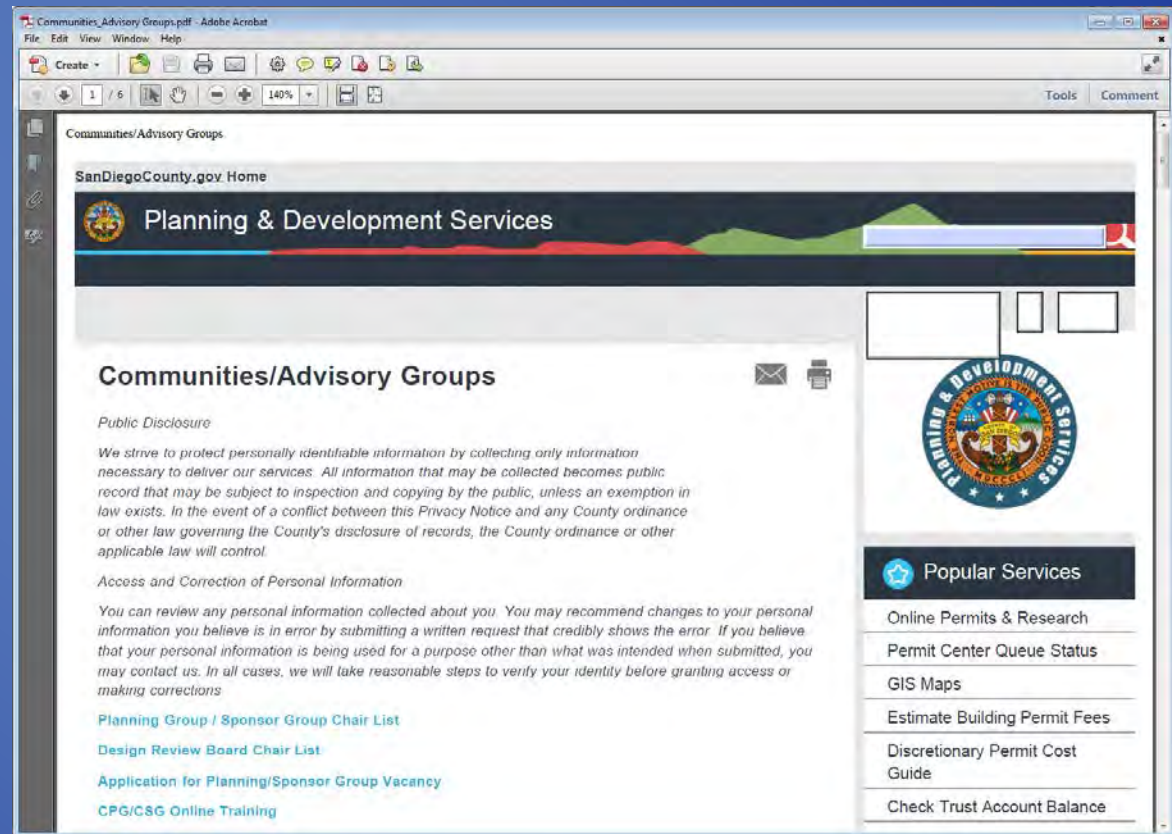
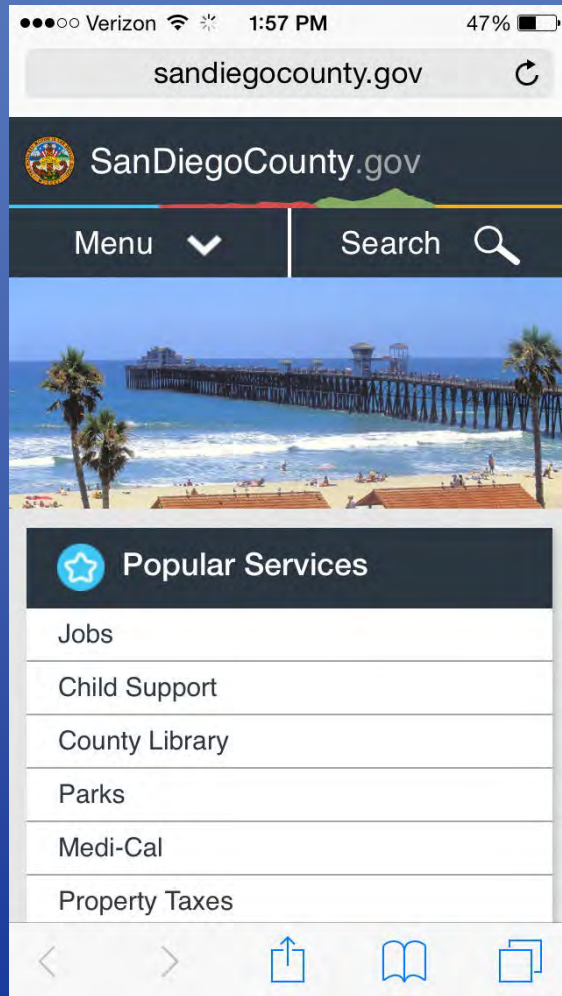
Local Park Planning Area	In-lieu fee per dwelling unit
Alpine	\$4,140
Anza Borrego	\$2,834
Bonsall	\$4,222
Carlsbad	\$5,954
Central Mountain	\$3,197
Crest	\$4,061
Escondido	\$4,353
Fallbrook	\$4,331
Jamul	\$4,006
Lakeside	\$4,136
Lincoln Acres	\$6,902
Mountain Empire	\$3,422
Oceanside	\$6,033
Otay	\$6,161
Palomar/Julian	\$3,063
Pauma	\$4,604
Ramona	\$4,177
San Dieguito	\$7,364
San Marcos	\$5,132
Spring Valley	\$5,722
Sweetwater	\$7,023
Valley de Oro	\$5,595
Valley Center	\$4,074
Vista	\$5,954

Chair Resources and Business



- General Updates
- Chair Resources
- Overview of Policy I-1 Procedures

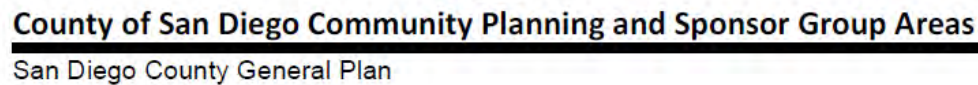
General Update: County Website





Chair Resource Guide Contents

- Important County Contacts
- Maps of Groups Areas and District Boundaries
- Current Chair Contact Lists
- Policy I-1
- Brown Act
- Updated Membership Application
- Sample Vacancy Notices, Nomination Letters, Agendas and Minutes
- Reimbursement Guidelines and Form



Vacancies, Applications and Appointments



Tracking of appointments and expired terms

- PDS staff tasked with assisting Chairs and tracking membership
- Coordinating the County's process with other departments such as the ROV and COB
- Updated Application for Appointment
- Updated the Sample Vacancy Announcements

Vacancies



When a vacancy occurs:

- Notify PDS of vacancy with 10 days
- Post a Vacancy Announcement in a public place and sent copy to PDS
- Include Vacancy Announcement on next meeting agenda

Applications for Appointments



- Direct interested parties to the application on PDSs webpage
- Have applicant submit application to the Chair
- Send application to PDS so applicant voter eligibility can be confirmed by the ROV
- Place consideration and selection of applicant on the next meeting agenda

Appointment Recommendation



- Group selects one viable candidate for each vacant seat
- Send Group recommendation* to District Supervisor, include:
 - Vacancy Announcement
 - Candidate Application
 - Meeting Minutes reflecting Group Vote

* Be sure to include Seat # to be filled



After the Appointment

- Confirmation letter will be sent to newly appointed person along with a Form 700
- BOS Minute Order will be sent to Chair by PDS for their record
- New member cannot “officially” be seated until they complete planning and sponsor group training



Reduction of Group Size

Process:

- Group votes to recommend a reduction in group size
- Group Chair writes a letter to the applicable District Supervisor requesting the reduction in authorized members
- Board of Supervisors considers the request after a Board letter is submitted

Policy Update



- Policy A-74, Citizen Participation in County Boards, Commissions and Committees, updated by the Clerk of the Board
- Clarifies that Policy I-1 is the authorizing policy and procedures for the Community Groups



Appointments for Expiring Terms

- Planning Groups Appointments
 - Initiated by the Registrar of Voters
 - Elected Members
 - Appointments when the # of candidates equals the # of seats
 - Appointments when not enough candidates for the # of seats
- Sponsor Group Appointments
 - Recommended for appointment by District Supervisor



Timing of Appointments

Planning Groups Appointments:

- Election appointments after results are certified
- Candidate appointments for insufficient candidates occurred October 21st

All new appointments become effective on January 5, 2015

What about the vacant Planning Group seats?



- Seats not filled through ROV appointment process can be filled by volunteers
- Have candidate fill out Appointment Application
- Any member requesting to retain the seat may not vote for him/herself in the Group decision
- The Group makes recommendation to District Supervisor
- Appointments can occur after January 5

Timing of Appointments



Sponsor Group Appointments:

- Timing depends on the recommendation to the Group
- PDS suggests starting the process now so expiring seats are filled by the new year

Sponsor Group Appointments



- Ask current members if they want to be reappointed to expiring seats
- Have candidate fill out Appointment Application
- Any member requesting to retain the seat may not vote for him/herself in the Group decision
- The Group makes recommendation to District Supervisor



Update on Policy I-1 Compliance

Total # of Group Seats = 294
Current # of Seated Members = 272
of Vacant Seats = 22

	Form 700	CPG/CSG Training	Ethics Training
Past Due Requirements	21	109	138
Total Completed	251	163	134
% Complete	93%	60%	49%
% with Past Due Requirements	8%	40%	51%



Schedule for 2015 Training

- December 6th – Confirmed for the morning at East Valley Community Center
- January 10th – Confirmed for the morning at County Operations Center (COC)

December Date to accommodate newly elected members who must attend training in person

Policy I-1 Compliance



Goal is 100% Compliance with Policy I-1

- Made good progress in 2015
- Need your continued help to remind members of their obligation

Code Compliance Overview



CODE COMPLIANCE DIVISION

Pam Elias
Division Chief

Division Goals



Ensure Public Health, Safety &
Quality of Life
And
Preserve Community Standards

The Compliance Process



- Complaint driven
- Priority to Immediate health/safety issues
- Avoid neighbor vs neighbor disputes

Who are we?



10 Field Inspectors Covering 3572 sq. miles

- 8 Code Enforcement Officers
- 1 Noise Specialist
- 1 Grading Inspector



Where Can You Find Us?

2 Offices – Kearny Mesa & San Marcos

4 Community Storefronts:

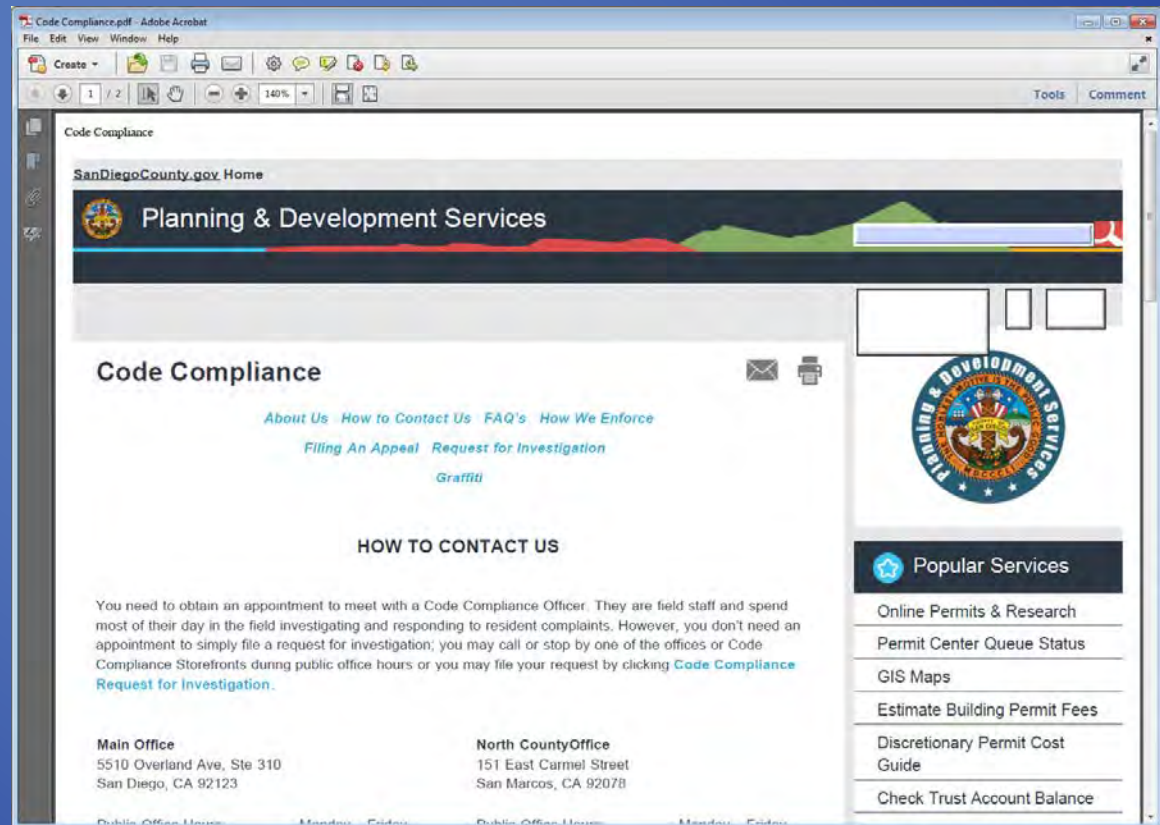
- Fallbrook
- Ramona
- Spring Valley
- Bonita



Process for Filing a Complaint

Different Ways to File a Complaint:

- By Phone
- In person
- Email
- US Mail
- Website



Complaint Reporting Requirements



What we need from you:

- Your name
- Your contact information
- Property location
- Description of issues

The screenshot displays the 'Citizen Access' portal for San Diego County. The header includes the San Diego County logo and the text 'SanDiegoCounty.gov'. Navigation links for 'Home', 'APCD', 'AWM', 'DEH', 'DPW', and 'PDS' are visible. The 'PDS' section is active, showing a 'PDS Enforcement Complaint' form. The form has a progress bar with six steps: 1. Enter Address or Parcel, 2. Contact Information, 3. Additional Contacts, 4. Complaint Information, 5. Review, and 6. Submit. Step 1 is currently selected. Below the progress bar, instructions for Step 1 are provided: 'In the Address section enter as much of the address as you know or enter the Assessor Parcel Number (APN) in the Parcel section and click the Search button.' A note states: 'Please note the address and APN entered should reflect the property in question for this complaint.' A text input field labeled 'Address' is shown, with a note indicating that an asterisk (*) denotes a required field. At the bottom right, there is a link to 'Use map to select work location' with a map icon.



Types of Cases We Investigate

- Zoning Ordinance
- Building Code
- Grading or Clearing
- Open Space Easements
- Graffiti on private property
- Storage of junk & waste
- Use & Storage of trailer coaches/RVs
- Unsafe structures
- Inoperable vehicles
- Noise



How Do We Investigate?

- Assigned to an Officer
- Officer calls the reporting party to collect additional information about the concerns
- Research County records on property
- Contact property owner(s) if possible
- Conduct site inspection
- Determine if complaint is a compliance issue

If a compliance issue, then a enforcement action is initiated

How Do We Achieve Compliance?



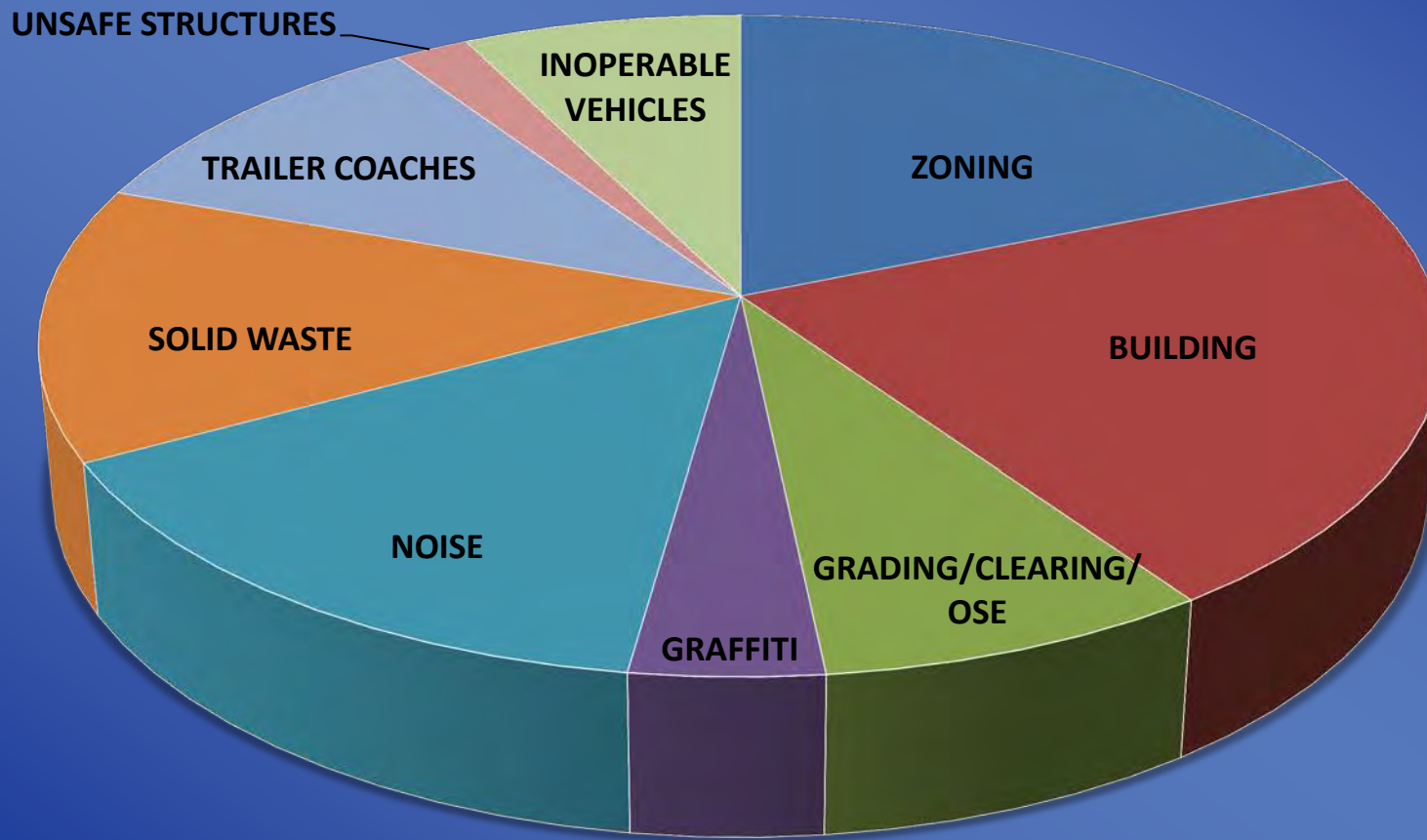
- Educate the public on County Codes and Regulations
- Utilize Code Enforcement Issue Resolution meetings
- Allow reasonable time to resolve violations
- When necessary, we escalate our enforcement

What Are The Enforcement Tools?



- Alert flags
- Compliance Schedules
- Stop Work Orders
- Administrative Citations
- Administrative Civil Penalties
- Public Nuisance Abatement
- Notices of Violation
- Civil Suit & Criminal Prosecution

Complaints Received by Type



How Can You Get a Status Update?



If the Reporting Party:

- Call the Assigned Officer Directly

If Not the Reporting Party:

- Call the Complaint Line and Ask for the Assigned Officer, or
- Use the Accela Citizen Access to look for case information

Status Update Information



Only General Information Can Be Provided

Note That Timeframe for Case Closure is Difficult to Determine Due to:

- Willingness of owner to comply
- Financial resources of the owner
- Possible physical disabilities
- Complexity of the violation

Code Compliance Division



How to contact us:

- Website

<http://www.sandiegocounty.gov/content/sdc/pds/ce5.html>

- Accela Citizen Access

<http://www.sandiegocounty.gov/content/sdc/pds/AccelaUpdates.html> click on “Property research”.

Mobile Complaint Application Coming Soon!

Online Tools



ONLINE TOOLS

Accela Citizen Access

Research permit history, pay fees, schedule inspections, and apply for building permits online.



GIS Zoning and Property Information Tool

This application allows users to view a variety of land-based GIS information.



[Sign up to receive Planning & Development Services information via email](#)

Our Newest Tool





Planning & Development Services



INITIAL STUDY RESEARCH REPORT

for Discretionary Permit Applicants

The Initial Study Research Report is a new online tool for customers to obtain preliminary parcel development & environmental information for properties located within unincorporated San Diego County. The report also includes detailed property maps, General Plan and Zoning information.
Available at <https://gis-public.co.san-diego.ca.us/isrp/default.aspx>

Available Information:

- ✓ Zoning Information
- ✓ Biological Resources
- ✓ Agricultural Resources
- ✓ Water Quality
- ✓ Geology
- ✓ Detailed Property Maps
- ✓ Public Services
- ✓ Utility Districts
- ✓ General Plan Information
- ✓ Airport Hazards
- ✓ Hazardous Materials





Popular Services

- Online Permits & Research
- Permit Center Queue Status
- GIS Maps
- Estimate Building Permit Fees
- Discretionary Permit Cost Guide
- Check Trust Account Balance



858.565.5920
888.267.8770



County Permit Center
5510 Overland Ave., Suite 110
San Diego, CA 92123





Initial Study Research Report Online!



Next Chair Meeting – Spring 2015



What topics are of interest to you?

We Want to Hear from You





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